



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

<b>FOR AGENCY USE</b> Application Date 2/4/83 <hr/> Application Number 116	<b>1. Agency Address</b> Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	<b>FOR RECORDS MANAGEMENT USE</b> Application Number 78-246-A <hr/> Date Received      Date Completed FEB 13 1984      MAY 30 1984
<b>2. Person to Contact</b> Jim Spann	<b>Working Title</b> Accountant	<b>Telephone Number</b> (912) 964-3902
<b>3. Action Requested</b> a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 78-246      Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		
<b>4. Dates of Series</b> Earliest      Latest 1979      To Date	<b>5. Records Series Title (followed by title used in office, if different)</b> Time Card File	
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; coordinates the preparation of the annual budget with the various divisions. Under his supervision, financial reports are published and related financial and cost data records are prepared and distributed.		
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to:      Payroll.  Included are:      Time cards for all hourly employees of Georgia Ports Authority.    File is arranged:      Chronologically by department.		
<b>8. Monthly Reference Rate</b> How often are records referred to which are: One to six months old <u>8</u> ; Seven to twelve months old <u>8</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1</u>		
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>5 state size boxes</u>		

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Supporting documents for payroll-long term
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Some offices maintain copies of cards for brief periods of time.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	<u>2</u> years.	e. Administrative need	<u>5</u> years.
c. Federal law	<u>2</u> years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

O.C.G.A. 9-3-22

42 U.S.C.A. §1981

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area 3 month(s) \_\_\_\_\_ year(s); then

☒ Transfer to local holding area, hold 5 year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	7/1/84		2-7-84
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	5-3-84
		Secretary of State/Designee	4/30/84
		Attorney General/Designee	5/2/84



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 10-4-78	1. Agency Address Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-246	
Application Number 31		Date Received OCT 27 1978	Date Completed NOV 28 1978
2. Person to Contact John Rowland		Working Title Accounting Manager	Telephone Number 964-1721, 264
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 111 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974 Latest To Date		5. Records Series Title (followed by title used in office, if different) Time Card File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial statements are published and related financial and cost data reports are prepared and distributed. The purchasing function is also a part of his responsibility as well as the maintenance of all contracts, leases and agreements of the Authority.			
7. Record Series Description Documents relating to:  Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Recording employees' hours.  Card form showing name of employee, pay period, straight time, overtime hours worked, date and amount. Signature of supervisor indicating that hours shown are correct. The hourly time distribution is shown on the reverse of card.	
File is arranged:		By division, by social security number.	
8. Monthly Reference Rate One to six months old 30 twenty-five months and older 2		How often are records referred to which are: Seven to twelve months old 15 Thirteen to twenty-four months old 7	
9. Annual Rate of Accumulation of Records Letter-size drawers 3; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. appears in general ledger and payroll file.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	3 _____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area 3 month(s) \_\_\_\_\_ year(s); then

☒ Transfer to local holding area, hold 3 year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>C. S. Stead</i>	10-13-78	<i>Carol Thompson</i>	10-13-78
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>[Signature]</i>	11-22-78
		Secretary of State/Designee <i>Carol Hart</i>	11-17-78
		Attorney General/Designee <i>[Signature]</i>	11-27-78